



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

October 14, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-15

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: SEGBP Flexible Benefits Plan
Monthly Reconciliation Report

This memo is a reminder to all UPS agencies of the importance of reconciling your SEGBP Flexible Benefits Plan Monthly Reconciliation Report (Cafeteria Report) to your current UPS payroll deduction registers and SED-4 forms (Payroll Authorization Form). The Monthly Reconciliation Report is a printed report generated by SEGBP after payroll deduction transactions have been posted/paid to the vendor. This report is a tool to help agencies discover and correct discrepancies in employee Flexible Benefit Plan sheltered amounts.

The reconciliation process identifies possible cafeteria adjustments by employee based on information provided by UPS and miscellaneous insurance companies. Agencies should review the report, research exceptions and process the appropriate adjustments immediately. Adjustments should be processed in UPS in order to avoid processing of W-2cs, amended 941s and 941cs at calendar year-end.

Payroll personnel should contact SEGBP and/or the miscellaneous insurance company for explanation of any unreconcilable exceptions before processing adjustments in UPS. Some common causes of exceptions are the following: 1) input errors-data entry, 2) incorrect information on SED-4 form, and 3) late notifications of new or canceled policies.

Agencies must keep accurate employee records and verify on the Payroll Authorization Form (SED-4) that the product and deduction amount is accurate. If the SED-4 is incorrect, the agency should obtain a new SED-4 form with the correct information and process a one time or refund, if necessary. Agencies should not process adjustments (one-time/refund) without a new deduction form signed by the employee; employees must authorize additions, changing or stopping of a deduction. If a new deduction form is required but unable to be obtained from vendor, the adjustments should remain outstanding until the updated form is received. A new SED-4 Form cancels and

supercedes all previous SED-4 forms. Any deductions omitted from a new SED-4 should be stopped. If questions arise the agency should contact the vendor.

Note: Employees are "locked in" to all products under the Flexible Benefits Plan during the plan year unless they experience a "Qualifying Event" and are approved for a "Change in Status".

Any questions concerning the Flexible Benefits Plan or the Monthly Reconciliation Report should be directed to **SEGBP**:

Ray Harrison	(225) 925-3739
Sylvia Manuel	(225) 925-6942
Elaine Tullier	(225) 925-4860

Any questions about adjustments to be done in the **Uniform Payroll System** should be directed to a member of the User Services Unit at (225):

Karen Antoine	342-5354	Debbie Causey	342-5377
Lawanna Green	342-5345	Paula Rotolo	342-5357